

Village of Evendale  
Recreation Department

**POLICY  
GUIDELINE  
MANUAL**

**Revised Winter 2012**

## **Mission Statement**

To improve the quality of life for all residents of Evendale by providing leisure and cultural programs and activities, special events, facilities and services that encourage health, fitness, relaxation, enjoyment, cultural enrichment and learning while providing opportunities for community involvement.

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Staff, public officials or patrons should not assume that this guideline manual would have an answer for every situation that might arise. The manual does provide, however, guidelines for action. **The Village of Evendale, Evendale Recreation Commission and the Evendale Recreation Department shall have the power to make decisions on any points or information not specifically covered in this information.**

# 1. General Operating Policies

## 1.1 Hours of Operation

### Regular Hours

Recreation Center (Includes Fitness Ctr) M-F 5:00 am-10:00 pm Sat 8:00 am-6:00 pm Sun 11am-6:00 pm	Swimming Pool (Memorial Day weekend to Labor Day weekend – Note: Hours vary when Princeton School District begins new school year Mon–Fri Noon-9:00 pm Sat 12 noon - 8:00 pm Sun 12 noon - 8:00 pm	Tennis Complex Dawn to Midnight	Ball Fields Soccer Fields Dawn – Dusk (Lighted fields to Midnight)
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### Summer Hours

(Mon before Memorial Day weekend through Labor Day weekend- Rec Ctr closed on Memorial & Labor days)

M-F 5:00 am - 9:00pm (Includes Fitness Ctr)

Sat 8:00 am – 5:00pm

Sun 11 am – 5:00pm

**Office hours for Public Records Request - 9:00 a.m. – 4:30 p.m.**

## 1.2 Membership Types

- 1. Resident Family:** A family who, permanently, resides within the boundaries of the Village of Evendale. A family member shall not be deemed to have lost such residency by enrollment and attendance at an institution of learning (unmarried students living at home under the age of 25 years. School verification may be requested.)
- 2. Resident Individual:** A person, 13 years of age or older, who, permanently, resides within the boundaries of the Village of Evendale.
- 3. Business Family or Business Individual:** A person employed on a full-time (35+ hours a week) and permanent basis who works for a company located within the boundaries of the Village of Evendale. In addition, a person who owns and rents a home owns or operates a business within the boundaries of the Village of Evendale. The person must verify full-time employment, home rental or ownership/operation of a business, through the village Tax Department.

Availability of Memberships - See current fees in Appendix.						
	<u>Full Facility</u>	<u>Pool</u>	<u>Fitness</u>	<u>Tennis</u>	<u>Racquetball</u>	<u>Open Basketball</u>
<b>Resident Family</b>	Yes	Yes <sub>1</sub>	Yes	Yes	Yes	Yes
<b>Resident Individual</b>	Yes	Yes <sub>1</sub>	Yes	Yes	Yes	Yes
<b>Business Family</b>	Yes <sub>2</sub>	Yes <sub>2</sub>	Yes <sub>2</sub>	Yes <sub>2</sub>	No	No
<b>Business Individual</b>	Yes <sub>2</sub>	Yes <sub>2</sub>	Yes <sub>2</sub>	Yes <sub>2</sub>	Yes <sub>2</sub>	Yes <sub>2</sub>

<sup>1</sup> 1988 Grandfather nonresident.

<sup>2</sup> Limited number of memberships sold on a first come, first serve basis.

### 1.3 Verification of Eligibility

1. **All Prospective Residential Member(s) (PRM)** must register at the Tax Department in the Village of Evendale Administrative Building, 10500 Reading Road. If the PRM **has not** registered at the Tax Department, the PRM **can** complete the Village of Evendale Income Tax and Basis for Membership forms (see Appendix), (the PRM will seal the form in Department envelope.) The Department will issue a Temporary ID pass(es), and the PRM can have his/her/their photos taken at this time. Payment **is required** for all requested memberships and, if photo taken, ID card(s.) Falsification of residential information by the PRM will result in forfeiture of membership(s) and ID card(s) payment. Upon verification by the Tax Department, the Department will issue the permanent ID card(s) to the resident(s.)
2. If the **Prospective Business Member(s) (PBM)** has not registered at the Tax Department in the Village of Evendale Administrative Building, 10500 Reading Road, the PBM can complete the Basis for Membership form at the Recreation Department (see Appendix). **In addition, the PBM must submit proof of Evendale payroll tax, via a pay stub.** The Recreation Department will issue a Temporary ID pass(es), and PBM can have his/her/their photos taken at this time. Payment **is required** for all requested memberships and, if photo taken, ID card (s.) The form, as well as all supporting documentation, will be forwarded on a confidential basis to the Income Tax Department for verification. To the extent necessary, the Tax Department will confirm the claimed basis for membership and may contact the PBM for clarification. **Information which cannot be verified, inaccurate data, or a late response to a Tax questionnaire, will result in the immediate cancellation of the membership without refund.** Upon verification by the Tax Department, the Department will issue the permanent ID card(s) to the business member(s.)

### 1.4 Member Identification (ID) System

The Village of Evendale Recreation Commission and Department of Recreation think that a well-administered identification (ID) system will allow individuals with authorization access to the Village's recreation facilities, therefore providing the best leisure opportunities, safety, and security for those concerned.

**No privileges to recreation facilities will be allowed without proper identification.**

1. Every member over three years old must have a photo identification card to use any recreation facilities.
2. Each year, when patrons purchase a membership, patron(s) data will be updated to reflect the membership purchased. Children, between the ages of 3-17 years, must renew their ID card every three years. (Specified year will be announced via the website and other posted information.)
3. A person who loses or needs a replacement ID card must purchase another card. The replacement fee is \$5.00.
4. Children under the age of 10 years must be supervised by a responsible person (13 years of age or older.)
5. Completion of the Participation Agreement form. **(See Appendix)**

### 1.5 Guest Policy

#### Recreation Center

1. A current Resident Member may invite up to three (3) guests per day to the Recreation Center. The charge will be \$2.00 per guest per day. The member must present his/her ID card to the front office clerk. The member can register an accompanying guest(s), and/or request that the name of a guest(s) arriving later be placed on the Guest List. This allows the staff to know that a member is expecting a guest(s). In addition, this is a security precaution to prevent people (guests) from coming into the Recreation Center looking for resident members.
2. When the guest(s) arrives he/she will check in at the front office desk. If the guest's name is on the Guest List and the member's ID card is still checked-in, the clerk will have the guest(s) register on the Guest List. (The office will notify the member when the guest(s) arrives.) When the member leaves the recreation center, the guest(s) must also leave the premise.
3. There is no limit relative to the number of times a person can be a guest. The resident is responsible for the conduct of the guest(s) or guest privileges may be revoked.

## **Fitness Center**

1. A current Resident Member may invite up to three (3) guests per day, and up to ten (10) guests per year, to the Fitness Center. The charge will be \$2.00 per guest per day. The member must present his/her ID card to the front office clerk. If the guest is under the age of 18 years, the member **must** sign-in on the sign-in sheet (standard procedure.)
2. The guest must sign and date a waiver on the designated guest policy/procedure sheet.
3. When the member leaves the fitness center, the guest(s) must also leave the premise. The resident is responsible for the conduct of the guest(s) or guest privileges may be revoked.

## **1.6 Refund Policy**

The following refund policy applies to all programs unless otherwise noted in written Department material.

1. A refund may be issued when a class or program is cancelled or closed by the Recreation Department because of low enrollment or other circumstances.
2. A refund may be issued when requested at least seven (7) days before the first class or program meeting, provided the request does not reduce the participation level below the required minimum.
3. A refund may be issued when a patron becomes ill. The patron must present a doctor's statement and notify the Recreation Department before the start of a class or program.
4. A refund may be issued when the patron moves from the area.
5. A refund may be issued when a class is full.

## **Refund Payouts**

1. Credits for patrons will be compiled, and the refund process started by the Administrative Secretary or staff.
2. For patron requested refunds \$20.00 and under, the patron may receive a credit for future use. This "immediate" refund method will allow patrons to use the credit to pay for future classes, memberships, programs, and activities. The Department will not issue refunds to patrons if the amount is \$5.00 or less and the patrons do not accept a credit on file.
3. For refunds over \$20.00 a check should be issued by the Finance Department and sent to the patron. A \$5.00 service fee will be withheld, to cover processing costs, on all patron requested refunds over \$20.00.
4. **No cash refunds will be issued, anytime.** Refunds take about 7 - 14 business days to process.

## 1.7 Conduct Policy

### Code of Conduct

The purpose of the Code of Conduct is to insure that there will be a safe and healthy environment for all Evendale recreational activities on Village premises or at Village sponsored events. Levels of violation will determine the range of responses that can be taken. Following are the levels of violation currently defined:

**Term 1: MOST SERIOUS VIOLATION:** Possession or use of a firearm, knife or other dangerous object.

Possession is defined as an individual having the prohibited object on their person, or in their personal belongings, such as a coat, backpack or purse.

**Term 2: SERIOUS VIOLATION:** Possession, use, or being under the influence of drugs or alcohol (possession is defined as an individual having the prohibited object on their person, or in their personal belongings, such as a coat, backpack or purse); physical abuse of others; vandalism or damaging or defacing any property such as building, equipment, furniture or other articles belonging to the Village or other people; stealing, or; repeated occurrences of Other Violation (below) indicating a pattern of unacceptable behavior.

**Term 3: OTHER VIOLATION:** Threatening or intimidating actions towards others; disrespect, rudeness or “talking back” to someone in authority; sexual harassment; use of racial or ethnic slurs; use of inappropriate language or cursing, or; possession or use of tobacco by an individual under the age of 18 years. Possession is defined as an individual having the prohibited object on their person, or in their personal belongings, such as a coat, backpack or purse.

### The following disciplinary rules apply depending on the violation:

1. An individual who commits a MOST SERIOUS VIOLATION may, at the discretion of the Director of Recreation, be banned **permanently** from the Evendale Recreation Center and all activities sponsored by the Evendale Recreation Department.
2. An individual who commits a SERIOUS VIOLATION or OTHER VIOLATION may, at the discretion of the Director of Recreation, be suspended from the Evendale Recreation Center and all activities sponsored by the Evendale Recreation Department for a period of time up to the number of days specified below:
  - **OTHER VIOLATION (FIRST): 7 days**
  - **OTHER VIOLATION (SECOND) 30 days**
  - **SERIOUS VIOLATION (FIRST) 60 days**
  - **SERIOUS VIOLATION (SECOND) 120 days**
3. In addition to the above, an individual who commits a SERIOUS VIOLATION may be suspended from holding office in any club or from employment by the Evendale Recreation Department for one year.
4. If evidence is presented to the Director of Recreation by a suspended individual that counseling and/or treatment, appropriate to the violation committed, has been instituted or completed, the length of the suspension may be reduced at the discretion of the Director of Recreation.

### Dress and Appearance

The following attire is prohibited while visiting or attending programs, classes or special events at the Recreation Center or on Village grounds.

1. Clothing adorned with sexually suggestive slogans, profanity, lewd pictures or that which is offensive to a religion, race or national origin.
2. Clothing that is identifiable with any gang or group/cult.
3. Clothing or jewelry that promotes alcohol, drugs, tobacco, weapons or other harmful substances or clothing or jewelry that promotes disruptive and demoralizing values which are inconsistent with and counter-productive to recreation.

The following Village of Evendale Ordinances also relates to Code of Conduct issues and provides grounds for legal action for unbecoming conduct at ERC facilities.

**Disrupting Official Business (Ord. 606.14 & 698.02/Disturbing Recreation Programs):**

1. No person shall willfully interfere with, disrupt or prevent the orderly conduct of any supervised recreation program being conducted by the Evendale Recreation Commission in any building, swimming pool or playground, located in or on any public property within the Village.
2. No person shall remain in or on public property after being notified by the Commission, or any employee acting under its supervision, that he/she is in violation of subsection (1) hereof.
3. The provisions of these sections shall be displayed in prominent places in and on public grounds being supervised by the Commission. (Ord. 12-61. Passed 4-6-61.) Whoever violates any of the provisions of this section is guilty of a minor misdemeanor. Punishment shall be as provided in Section 698.02.

**Addendum to the Department's Code of Conduct Policy**

**Dress and Grooming**

No Phi Lambda Pi (PLP) member shall dress in a manner which presents a clear and present danger to the member's health and safety, or in a manner which causes interference with the PLP organization or "open house", or which creates a disruption, or which is considered inappropriate for program attendance. This includes, but is not limited to, tank tops, any clothing that reveals underwear, bra strap, oversized jeans, shorts and/or skirts that do not extend past his/her fingertips, shirts/blouses showing midriff, and any clothing or accessory containing offensive statements defined by the Department's Code of Conduct, i.e., "it's all relative in West Virginia." A member may be asked to leave a particular function if the member arrives to a function dressed in an inappropriate manner.

**Failure to Obey Instructions**

No member shall fail to comply with instructions or requests of Phi Lambda Pi (PLP) staff, or other authorized village personnel during any period of time when he/she is properly under the authority of such village personnel, i.e., "open house", scheduled day or overnight trips. Behavior found to be objectionable to the PLP staff or authorized village personnel because of its poor taste or inappropriate action in a public setting may result in program or special events suspension, up to and including overnight trips (i.e., Myrtle Beach trip.) Objectionable behavior includes, but not limited to, inappropriate touching, patting, and body contact with another person.

**1.8 Grievance Policy**

It is the policy of this Department to ensure that the patrons' questions, grievances, and complaints arising from misunderstandings and the application of policies, procedures, and Department rules that will inevitably develop in the day-to-day activities of public service, are to be promptly heard, answered, and action taken appropriate to the particular situation. No patron shall be harassed, or dealt with in any unfair manner as a result of filing a grievance. All grievances filed under this procedure shall be written on the Department Grievance Form (see Appendix.) The spirit of the policy is that grievances are to be settled at the earliest possible step of the process, and grievances relating to issues of health or safety shall be expedited through the steps of the procedure.

**Definition of Terms**

Term 1. A **GRIEVANCE** is defined as a disagreement between a patron and employee or management as to the interpretation or application of official Department policies, Village ordinances, anything subject to state or federal law, Department rules and regulations, or other disagreements perceived to be unfair or inequitable relating to treatment, or other conditions of participation.

Term 2. For the purpose of this section, the term **WORKING DAYS** shall mean all days that the Village Administrative offices are open to the general public for normal business purposes.



## **Grievance Procedure**

A five-level escalation process has been defined for settling grievances. The steps are outlined below. The following general rules also apply.

### **Step 1: Immediate Program Supervisor**

1. A patron having a grievance shall file a written grievance, on a Department form, with the immediate supervisor of the program or activity.
- 2.
3. In order for the grievance to be recognized, the grievance must be filed within five (5) working days from the date of the incident-giving rise to an alleged grievance.
4. The immediate supervisor shall investigate the grievance and shall provide a solution or explanation on the grievance form within three (3) working days following the date on which the grievance was submitted.

### **Step 2: Director of Recreation**

1. If the grievant is not satisfied with the response received from Step 1, the individual may pursue the matter by presenting the original copy of the grievance to the Director of Recreation within three (3) working days of receipt of the Step 1 answer.
2. The Director shall hold a hearing within seven (7) working days of receipt.
3. The Director, after review and investigation of all matters of fact relative to the grievance, shall issue his decision on the grievance form, within five (5) working days following the hearing.
4. If the grievance is directed toward the Director, the grievant shall proceed directly to Step 3.

### **Step 3: Recreation Commission**

1. Where the grievant is not satisfied with the response received from Step 2, the individual may pursue the matter by presenting the original copy of the grievance and the Director's response within three (3) working days of the Step 2 answer to the Recreation Department for delivery to the Recreation Commission.
2. The Commission shall, at the next regular meeting occurring more than seven (7) days after receipt of the Step 2 answer, hold a meeting. Commission, at its option, may hear the matter at an earlier special meeting occurring before their next regular meeting.
3. The Commission, after review and investigation of all matters of fact relative to the grievance, shall issue their decision on the grievance by resolution following the hearing. The Commission's decision shall be reported to the Director.

### **Step 4: Mayor**

1. Where the grievant is not satisfied with the Step 3 response, the aggrieved patron may submit the original grievance to the Mayor within three (3) working days of the receipt of the Step 3 answer.
2. The Mayor will review the grievance and all responses within ten (10) working days following the day he received the grievance.
3. If the Mayor determines that responses were adequate and proper, he will so inform the grievant of his/her decision by letter.
4. If the Mayor determines that he desires additional information, he may hold, within seven (7) working days of his receipt of the Step 3 answer, a hearing, as outlined in Step 3.
5. The Mayor shall conduct such hearing, and issue his response within ten (10) working days. The Mayor's response shall be reported to the Recreation Commission.

#### **Step 5: Village Council**

1. Where the grievant is not satisfied with the response received from Step 4, the individual may pursue the matter by presenting the original copy of the grievance and the Mayor's response within three (3) working days of Step 4 answer to the Recreation Department for delivery to Council.
2. The Council shall, at the next regular meeting occurring more than seven (7) days after the receipt of the Step 4 answer, hold a hearing. Council, at its option, may hear the matter at an earlier special meeting occurring prior to their next regular meeting.
3. The Council, after review and investigation of all matters of fact relative to the grievance, shall issue their decision on the grievance by resolution following the hearing. The Council's decision shall be final and shall be reported to the Mayor.

#### **1.9 Registered Trainer Policy**

For a person to apply to train/instruct (ex: basketball) an individual(s) in the Evendale Recreation Center or any Village of Evendale facility, the following criteria must be met.

1. The trainer must name the Village of Evendale and its employees as additional insured on an ACORD Certificate of Liability Insurance form (minimum amount of general liability insurance \$500,000 each occurrence), and present such insurance form to the Recreation Department.
2. **Before** any type of training session can begin, the **prospective** trainer must complete a background check, process through the Recreation Department, that will cost the trainer (at this time) \$15.00 (cash or check payable to the Village of Evendale. In addition, if a trainer plans to instruct youth, an adult must accompany the youth trainee (on site) during a training session.
3. The trainer must complete the Department's Independent Provider Agreement form, which will specifically state dates/days/times/sites, and, at this time, the **gross revenue** split between the provider/contractor/trainer and Department is 80% - 20%, respectively. The trainee/adult will pay the trainer fee (cash/check/credit card) to the Village of Evendale before any training session occurs.

## 2. Facility Policies

### 2.1 Security Policy

A key concern is the prevention of theft, crime, vandalism, and violations of Village and Department rules.

1. Staff should check facilities, when reporting for duty and when leaving. All irregularities must be reported via report or to a full-time staff member on duty.
2. Suspicious persons in a facility are to be reported to Village police immediately, and, if possible, to a full-time staff member on duty.

### 2.2 General Facility Layout and Inventory (See Appendix for forms.)

**Multi-Purpose Room (North gym):** 8800 square feet; Floor surface, maple; Kitchen (ice machine; commercial refrigerator, and sinks); **Capacity-tables & chairs, 574/chairs only 1230.**

**Community Room (Flex room):** 2800 square feet; Floor surface, tile; Mirrors located on north wall; **Capacity-tables & chairs, 168/chairs only 358.**

**South Gym (Old gym):** 6860 square feet; Floor surface, maple; **Capacity-tables & chairs, 430/chairs only 922.**

**Evendale (Adult Gathering) Room:** 1020 square feet; Floor surface, carpet; **Capacity-tables & chairs, 63/chairs only 136.**

### 2.3 Smoking Ordinance (304.02 Prohibitions)

1. No person shall engage in smoking in any municipal building.
2. All designated smoking areas are outside.

### 2.4 Eating and Drinking Areas

1. No person shall engage in eating or drinking in the Recreation Center. Designated areas are the vending hallway area and rental areas.

### 2.5 Facility Rental

The facilities of the Village of Evendale Department of Recreation are not generally available for public rental. However, qualified groups or organizations observe the following priority list when renting and/or scheduling the use of facilities. **Reservations must be made in person only at the Recreation Center.** If facilities are requested for use after normal hours of operation, rental of facilities are based on the availability of personnel

#### Priorities for Use of the Facilities

1. Function of the Village government
2. Department of Recreation programs
3. Resident groups sponsored by the Department of Recreation
4. Resident groups not sponsored by the Department of Recreation
5. Evendale Business groups
6. Non-resident groups, approval at the discretion of the Director of Recreation.

## 2.6 Rental Procedure

1. Applications must be completed entirely by person or company requesting use of a particular facility. Applications used are outlined in the table below.
2. Supplemental guidelines and regulations, concerning some facilities, must be adhered to when using a facility.
3. The person renting/reserving **any** facility **must** be present the entire time of the event.

## 2.7 Rental Fees and Refunds

1. Fees are set, and will be reviewed annually or as needed, in accordance with Recreation Commission recommendations and guidelines.
2. Refunds are in accordance to existing policy and condition of facility after event usage.

## 3. Charges (see Appendix for current fees.)

Facility	Rental Form(s) Required	Lead Time
Shelter House	Shelter House/Alcohol	One Year
Founder's Pavilion	Founder's Pavilion	Subject to availability
Baxter Park	Baxter Park	Two Weeks
Swimming Pool	Swimming Pool/Alcohol	Two Weeks
Multi-Purpose/North gym	Recreation Center/Alcohol Facility Use & Release of Liability	Event-One Year Recreational-72 Hours
Community/Flex Room	Recreation Center/Alcohol	Event-Six Months
Group Exercise Room	Facility Use & Release of Liability	Recreational-72 Hours
Activity Room		
South (Old) Gym	Recreation Center/Alcohol Facility Use & Release of Liability	Event-Six Months Recreational-72 Hours
Evendale (Adult Gathering) Rm	Recreation Center/Alcohol	One Month
Ballfield/Ballfield Lights	Facility Use & Release of Liability	Recreational-72 Hours
Soccer Fields	Facility Use & Release of Liability	Recreational-72 Hours <b>*except select teams</b>

## 2.8 Fitness Center

### Eligibility

1. Patrons, ages 10 – 17 years, are allowed in the fitness room, provided a parent or guardian signs a waiver form. The patron is required to go through the orientation described, below\*, and patrons 10 -13 years must attend a four session training program. An adult (parent/guardian/sibling) must supervise, at all times, patrons 10 – 12 years who use the fitness center.

### Use

1. Membership includes use of the exercise equipment, sauna and spa (under 18 years old forbidden in sauna and spa), and locker rooms.
2. \*All new members are required to go through a physical assessment (conducted by the Fitness Center Operator) and equipment orientation with a fitness specialist, before proceeding on an individual program.

## **2.9 Racquetball**

### **Eligibility**

1. Anyone who has purchased a racquetball membership or a full-facility membership may use the racquetball courts.
2. A member can bring a guest to play racquetball.
3. A member must be on the court at all times.
4. Members 13 years of age or older may bring a guest 10 years of age or older. The guest should have knowledge of the game, and had a lesson before playing.

### **Use of Racquetball Courts**

1. All players must wear sneakers, and “safety” glasses are recommended. Black soled gym shoes are prohibited on the courts.
2. Walk-on practice time for members is 15 minutes past the hour, and play must be completed by 5 minutes to the hour.
3. Courts cannot be reserved in advance for walk on practice time.

### **Reservations**

1. Member must be 13 years old or older to make a reservation.
2. Reservations, by residents, may be made up to 7 days in advance. Reservations, by business members, may be made up to 3 days in advance.
3. Only a member can call and cancel a court time.

## **2.10 Game Room**

### **Eligibility**

1. All facility members, 10 years or older, may use the “Common” game room.  
All facility and Adults Services members, 18 years or older (and out-of-high school) may use the Game room for Adults.
2. A parent, guardian or childcare person (over 13 years) must supervise children under 10 years of age in the “common” game room.
3. An ID card is required and must be left at the front control counter while using the game room.
4. A member is allowed to bring up to three (3) guests, following proper procedure and payment.
5. The Recreation Department reserves the right to limit the number of people in the room.
6. During Phi Lambda Pi Open House, on Wednesday nights, 7:00 – 9:00/10:00 p.m., the “Common” game room is held exclusively for use by the teenage members of this organization. Each teenager may bring one guest to the room unless, in the opinion of the Program Supervisor, the room is over-crowded.

### **Use of Game Room**

1. Gambling is prohibited.
2. Sitting on any game table is prohibited.
3. No drinking, eating or smoking allowed in room.
4. Extreme care must be given to all game room equipment. If a person does not know how to operate a piece of equipment, please ask Department personnel.

## **2.11 Swimming Pool**

The pool operational hours/days are (Monday – Friday) Noon – 9:00 p.m., (Saturday) Noon – 8:00 p.m., (Sunday) Noon – 8:00 p.m., Memorial Day weekend through Labor Day weekend.

### **Eligibility**

1. Anyone who has purchased a pool membership or a full-facility membership may use the pool.
2. Children under the age of 10 years must be supervised by a (responsible) person 13 years of age or older.
3. Members may bring guests to the facility.
4. A person must be 13 years of age or older to use the **pool** spa/hot tub.

## **2.12 Sauna (Dry)**

1. If a member plans to complete a workout with a sauna treatment, the member should alert a department staff member. If an employee has knowledge of usage, the employee will log the usage, and supervise the sauna area every fifteen (15) to twenty (20) minutes.
2. A person must be 18 years of age or older to use the sauna.

## **2.13 Tennis**

### **Eligibility**

1. Anyone who has purchased a tennis membership or a full-facility membership may use the tennis courts.
2. Members may bring guests to the facility. Members must stay with guest(s) 100% of the time or membership may be revoked.

### **Cardkey System**

1. Entry is based on a cardkey system. Any member of the immediate family can use the card, and this permits the family the use of one (1) court.
2. Members cannot lend their cardkey to another family or person. If this is done, a family may lose their privilege to use the courts.
3. Entry gate to the courts **must** be closed at all times.

### **Use of Courts**

1. Maximum time to use a court when others are waiting is 1½ hours.
2. If a member reserves a court and is not at the court ten minutes after the reserved time, any other member may then use the court.
3. Members can **only** reserve/use **one** court.

## Reservations

To reserve a court, **after Memorial Day**, call Kristen, Program Supervisor, at 563-2247, between 9:00 am – 4:30 p.m., Monday-Thursday, or leave a message on extension 606. Reservations **are not** taken Friday through Sunday, and after Labor Day. Reservation sheets are posted at approximately 4:45 p.m., Monday through Friday.

1. Patrons can reserve courts 7 days in advance.
2. Patrons can reserve courts for up to 1½ hours.
3. There is no cost to reserve a court.
4. A member must be 13 years old or older to reserve a court.
5. **Note:** Times on certain days are reserved for Department programs and lessons.

## 2.14 Shelter House

The Shelter House can be reserved one (1) year in advance.

If the event date is less than ninety (90) days away, at the time the permit was signed and dated, a credit/refund will be granted if the cancellation request is made **at least** seven (7) days before the rental/event date. Ex: the permit was signed and dated January 2, 2012 for a rental/event on March 5, 2012. The cancellation request must be made on or before February 27, 2012.

If the event date is more than ninety (90) days away, at the time the permit was signed and dated, a credit/refund will be granted if the cancellation request is made **at least** ninety (90) days in advance. Ex: the permit was signed and dated January 2, 2012 for a rental/event on January 2, 2013. The cancellation request must be made on or before October 2, 2012.

### 3. Department Programs Policy

All full-time staff is encouraged to be innovative; propose programs that will meet the needs of Evendale residents; and promote the spirit of our Mission Statement. In addition, programs will be based on good taste, redeeming social values, funding and fees, and fun.

#### 3.1 Selection

1. When possible, programs or classes should be self-supporting. Before a program or class is proposed, the lead staff member should complete the PERT process (see Appendix.)
2. If the program is not self-supporting or within the Village/Department budget, the Village, within reason, will help defray program costs. If the subsidy is not within reason, the program proposal will be brought before the Recreation Commission.
3. Use of volunteers is encouraged and necessary to conduct some Department programs.
4. When volunteers are needed to conduct a program (most often during our youth programs), the Volunteer Application and Agreement form and Background Check form (see Appendix) shall be used. A background check, at the cost of the village/Department, will be conducted on the volunteer, before the volunteer begins his/her duties.
5. References shall be checked on all program or class instructors.

#### 3.2 Notification

1. When possible, descriptions of programs or classes, in monthly or promotional information, should include, but not limited to, the following content:
  - Instructor's name and qualifications
  - Program objectives
  - Days of Operation
  - Starting/ending dates; times; weeks
  - Number of meetings
  - Locations
  - Age/age range/grades
  - Min/Max registration numbers – a minimum and maximum number of participants will be assigned to each program, class, activity, or special event. The immediate supervisor of the program will set these numbers.

#### 3.3 Funding

1. Fees for youth and adult programs or classes will be based on **guidelines (yearly)** from the village council and recommendations from the Recreation Commission.
2. Before a program or class is proposed, the lead staff member should complete a program cost analysis form (see Appendix.)
3. The **eligible family patron/business/non-resident program or class fee** will include a surcharge, with a minimum charge of two dollars (\$2.00) and a maximum charge of one hundred dollars (\$100.00) over the resident program or class fee (see following page.) A special request to vary this fee surcharge must be made to the Recreation Commission at least one month before the program/class information is released. **Note:** one exception to the 20% surcharge would be membership in the Adult Services program, and programs and activities in the Adult Services program.



### 3.4 Sign-Up

#### Programs, Classes, Activities, and Special Events.

##### Priority for Registration

1. **Resident:** Reference, page 3.
2. **Eligible Family Patron:** Eligible Family Patron means a granddaughter, grandson, niece, or nephew that does not reside within the boundaries of the Village of Evendale, but the grandmother, grandfather, uncle, or aunt resides within the boundaries of the Village of Evendale. Most program fees will have a \$10-15 (range) surcharge fee.
3. **Business:** Reference, page 3. Most program fees will have a \$15-20 (range) surcharge fee.
4. **Nonresident:** A person who does not reside within the boundaries of the Village of Evendale or a person who does not meet the criteria in categories 1, 2, or 3 above. Most program fees will have a \$15-20 (range) surcharge fee.

##### Order of Priority

Most programs, classes, activities, or special events are open on a fee basis to **residents on a first priority basis, and eligible family patrons on a secondary basis (after the early bird registration date.)** Business and nonresident patrons may register (based on availability) for programs, activities, classes, or a special event after a program's registration deadline date has passed for residents and eligible family patrons.

The Village reserves the right to exclude or limit the participation of eligible family patrons, business residents and nonresidents in our programs, activities, classes, or special events.

### 3.5 Financial Assistance

The policy of the Village of Evendale Recreation Department is that no child in Evendale will be denied participation in a program because of the inability to pay the fee. Confidential application may be made to the Director of Recreation, and if an existing hardship prevents payment of a fee(s), the applicant may be granted a free scholarship, reduction in a fee, or payment plan at the discretion of the Director. Please call the Department if you need help paying the fee for your child's recreation program. Please note: the Department cannot waive a fee(s) for some programs and special facilities.

### 3.6 Agreements

1. **Contractual Agreement Form:** An Independent Contractual Agreement (3 part) form (see Appendix) will be completed before the start of any contractual program or class.
2. **Participant Registration:** A minimum, set by the independent provider, will be required before a program or class starts.
3. If the minimum is not reached by the deadline or start date of the program or class, the program will be canceled or delayed one week (in the week's time the minimum number of registrants may be reached.)

##### Eligibility

1. Program or class registration will be based on a first come, first serve basis.
2. Residents, eligible family resident, business and non-residents are allowed to register. The Village will not subsidize any costs for eligible family resident, business and non-resident registrants/participants.

### **Funding and Fees**

1. Funding/Fees: All programs or classes will be self-supporting.
2. Fees will be determined by the contractor and the full-time person in charge of the program or class.
3. At this time, the **gross revenue** split between the contractor and Department is 80% - 20%, respectively. The eligible family resident/business/non-resident program or class fee will include a twenty percent (20%) surcharge, with a minimum charge of two dollars (\$2.00) and a maximum charge of one hundred dollars (\$100.00) over the resident program or class fee.
4. Refunds will be based upon the refund policy located in Section 1.6 of this policy manual.

### **3.7 Program-Specific Policies**

#### **1. Children's Programs**

A variety of programs are offered in the morning or afternoon – age range is 18 months to 6 years, and specific age ranges vary according to the program or class.

#### **2. Phi Lambda Pi**

The group stands for service, friendship, and play – this program will serve 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> graders residing in the Village of Evendale – an open house is held every Wednesday from 7:00-9:00 PM at the Recreation Center – in addition, bi-monthly meetings take place at the Recreation Center – there are many activities, service projects & fund-raisers throughout the year.

#### **3. Crew 57 (At this time inactive program)**

This program was designed to meet the growing needs of the pre-teen population. Program priority will serve 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> graders residing in the Village of Evendale. If a special event/program registration numbers are not met by the specified deadline, then an Evendale member may invite (on a 1:1 ratio) a “guest” to the event/program. The “guest” fee will include a twenty percent (20%) surcharge, with a minimum charge of two dollars (\$2.00.)

#### **4. Special Events/Family (See Website – [www.evendaleohio.org](http://www.evendaleohio.org))**

#### **5. Group Swim Lessons**

Ages infant and up – various skill levels during summer swimming season.

#### **6. Tennis Lessons**

Designed for all ages, and for all skill levels, a fee is required; dates and times are publicized via the monthly newsletter.

#### **7. Adult Services**

Addresses the growing needs of wholesome activities for adults with leisure needs – **must be at least 18 years of age to participate (and out-of high school)** – a yearly publication is given to patrons who purchase a membership, and who are on the mailing or email data base lists – group participates in numerous trips, activities, and special events throughout the year. An annual membership fee is required.

#### **8. Childcare**

An hourly fee will be charged to patrons who use this service. A 2-hour limit will be enforced for this service.

### **3.7 Current Contractual Programs (See Website – [www.evendaleohio.org](http://www.evendaleohio.org))**

### **3.8 Evaluation**

1. A program evaluation form shall be distributed, by the immediate supervisor, at the end of each program or class (see Appendix.) If necessary, evaluations can be distributed during the course of a program or class. Staff will review evaluations and make recommendations when necessary.

## 4. Team Sports

A primary objective of the Village of Evendale Recreation Department is to provide recreational team sports opportunities for all residents and business patrons who want to participate. The Commission has formulated these policies to foster this participation, to increase the enjoyment and development of the participating players, and to provide guidelines for players, coaches, parents and Department personnel.

### 4.1 Youth

#### Eligibility

1. All Evendale youth are eligible to sign-up for recreational team sports despite ability.
2. The Department will permit eligible family members and non-residents to play on Evendale recreational teams under the following conditions: (see Appendix)
  - the rules of the specific sport league permit it, and all forms have been completed
  - the resulting team size is within the minimum and maximum team size
  - the players and their guardians agree to abide by general operating and youth sport policies set forth; e.g. team selection, playing time, code of conduct, etc.
  - the coach(es) involved are consulted
  - a parent (s)/guardian(s) must participate in the PAYS program before a child is eligible to participate in our youth sports leagues
  - All “new” youth sports registrants – a parent(s), guardian(s) must participate in the PAYS program before a child is eligible to participate
  - If a parent/guardian violates the principles/philosophies of the PAYS program during the course of a particular sport season, that parent/guardian will be suspended from attending at least one regularly scheduled game and that person must, again, view the PAYS presentation.
  - Non-Evendale** (excluding business children, up to five (5) families, on swim team) children are not allowed to participate on the swim or tennis teams. Coaches may recruit players; however, these players are not guaranteed to be on their team unless approved by the Program Supervisor.

#### Sign-Ups

1. Every sports league program has registration deadlines and unique rules on how the ERD must assemble teams. The Department will establish sign-up periods for each sport and will allow enough advance time for complete teams to be assembled before league registration deadlines.
2. Because of team size restrictions, signing up does not guarantee a position on a team roster. Therefore, the Department takes sign-ups on a first-come, first-serve basis. Reasonable efforts will be made to create additional teams when available teams are over-enrolled.
3. Team Size: the Department establishes minimum team sizes for each sport based upon experience. This is done to reduce forfeited games and to assure that players have reasonable rest breaks that the Department would expect for that sport.
4. The Department establishes maximum team sizes for each sport based upon experience. This is done to assure reasonable levels of playing time for each registered player and to assure that each has the opportunity to receive appropriate amounts of direction from coaches.

5. The Department, from time to time, will approve minor changes to the minimum or maximum team sizes to deal with unique circumstances that may arise. The Department may consult a team coach(es) if we make changes.
6. Medical Form: An Emergency Medical Form must be completed if a child participates in a Department sponsored sports program, (see Appendix.)
7. The Department will not allow a child to move up to an older age division, unless the younger division has an abundance of players and the older division is short of players. If there is a special request to move a player up, the program supervisor will consider the request. The program supervisor will make a final decision after the supervisor confers with the player's past coach(es) and future coach(es).
8. Participation in one the department's activities/programs should be FUN and SAFE for the participant. With that said, participation in an activity/program is a privilege and not an inherent right of an individual. Therefore, a copy of the Department's Code Policy [1.7] (Code of Conduct) is distributed, available on-line or in the Recreation Center's lobby area, to each player at the time the player registers for a particular activity/program. If a violation, under the policy, occurs by a player the Program Supervisor and/or Director of Recreation will have the discretion to suspend/ban the player from participating in the program/activity and (possibly) future programs/activities.

### **Current Limits (Youth)**

<b>Sport</b>	<b><u>Minimum Team Size</u></b>	<b><u>Maximum Team Size</u></b>
<b>Basketball</b>	6	10
<b>Baseball</b>	10	12
<b>Softball</b>	11	16
<b>Soccer</b>	8	22

**Junior Tennis League** is designed to provide youth the opportunity to test their skills against players from around Cincinnati. Players should have intermediate skills and be able to serve, rally and keep score. Practice is held at least two (2) hours per week. A fee is required. Staff has the authority to move a player(s), if the player's skill level does not meet the above criteria.

### **Swim Team**

The "Evendale Eagles" swim team is a family oriented organization dedicated to competitive swimming. The team practices on weekday mornings, and meets are held on Tuesday & Thursday (practice begins before Memorial Day and the season ends usually the 3<sup>rd</sup> week of July). A fee is required to participate. There is no minimum age limit, and a swimmer must not be over the age of 18 years. Note: Participants must be able to swim comfortably in the pool, and the head swim team coach will have the discretion to place or not to place a child on the team. At this time, if resident participant numbers are under 190 (the Friday before the Parents' Meeting), then non-residents and "business" families can register their children and participate on the swim team. (A surcharge fee of a least fifty percent (50%) will be applied to the "resident" program fee.

1. The participant fee for athletic sports league programs is posted in the Appendix.
2. After the "early bird" registration deadline date, an additional fee will be charged, and the registration is only accepted if there is space available.
3. Refunds will be based upon the refund policy located in Section 1.6 of this policy manual.

4. The ERD will subsidize, to another organization, the youth sports fee the organization charges to a participant if the minimum number of participants has not been reached on a particular team/particular sport by the deadline date. Ex: the ERD sport fee is \$20; the Sharonville sport fee is \$50; the Evendale participant/family is responsible for the \$20 variance, and the ERD will subsidize the \$30 variance.

### **Uniforms**

1. For certain sports, sometimes only for certain age groups, the Department purchases the uniforms and lends them to the players for the season. This reduces out-of-pocket costs for residents and allows Evendale teams to wear uniforms that are in line with those of other teams throughout the league.
2. Uniforms will only be distributed to players that have returned their uniforms from the previous season.

### **Coaches**

1. Volunteers will complete the Volunteer Application and Agreement form and Background Check form (see Appendix.) A prospective coach will not be allowed to coach if these forms are not completed. Volunteers should attend the scheduled coaches' meeting(s) before the start of a season. The Department trains volunteers through the National Youth Sports Coaches Association.
2. If a volunteer coach successfully completes the training program, the coach will receive a Department collared shirt.
3. The Department will distribute a general handbook at all coaches' meetings. Each handbook will include specific sport program information, special rules, and league procedures.
4. All volunteer coaches shall be "at will coaches", and may be discharged by the Department with or without cause.

### **Priority Order in the Selection of Coaches**

- (1) Coaches in the same class with a son or daughter returning to play.
- (2) Coaches in the same class with the greatest number of years of service as a coach (assistant or head.)
- (3) Coaches moving-up from a lower class with a son or daughter returning to play.
- (4) Coaches moving-up from a lower class with the greatest number of years of service as a coach (assistant or head.) If not applicable, the coach with the greatest number of returning players would have next priority.
- (5) If conditions at all levels are the same, the coach with the better record from the previous year will have priority to coach. If the records were identical, a coin toss would occur.

### **Playing Time**

1. To foster enjoyment and personal development for all players participating in team sports, the Department expects that Evendale coaches adhere to the following time requirements. League rules should be followed if the minimum playing time is greater than the Department requirement.
  - Baseball and Softball – each player plays at least two (2) innings in the field per game and is a part of a continuous batting lineup; i.e. if league rules permit a continuous lineup
  - Basketball – each player plays at least one (1) quarter per game
  - Soccer – each player plays at least two (2) quarters (or one half) per game
  - Other sports that may be affected are: swim, tennis, and volleyball
  - After playing requirements are met, coaches will be encouraged to give Evendale players additional playing time.

### **Evaluation**

A process and method of evaluation (see Appendix) will occur during or after each sports program. Staff will review the evaluations and make recommendations when necessary.

## Select Teams

Some Evendale residents participate in sports teams not sponsored by the Department. The Department names these teams, often formed based upon ability through tryouts or another selection method, “**Select Teams**”.

1. The Department permits Select Teams to use Evendale Recreation Center facilities under certain limited guidelines as follows:
  - **if 51% of the members of the team are Evendale residents – must submit a roster**
  - and if all recreational team registrants of the same age or grade level as the “select” team, are able to participate on a team at that age or grade level
2. The Department will allow Select Teams to use Evendale facilities on a “last-serve” basis. This means that “recreational” teams sponsored by the Department will have priority over “select” teams in choosing available practice and game times.
3. All coaches (head and assistant) must submit to a criminal background check, by the Department, or provide a certified copy of a background check. All costs associated with a background check(s) are the responsibility of the select team. In addition, the select team or organization must submit a liability ACORD form to the Department, naming the “Village of Evendale and its employees” as additional insured.

## 4.2 ADULT

The purpose of the adult sports leagues is to get people who live and/or work in Evendale participating in our recreational activities. Our philosophy is for participants to play fair, and play well.

### Eligibility

1. A resident team must maintain 50% resident roster. A team sponsored by a business must maintain 50% business roster. Non-resident teams, if space is available in the league/division, are eligible to play. Team entry fee must be in by the “early” deadline date, or a late payment fee will be applied to the all team entry fees. A higher entry fee for business sponsored teams and non-resident teams will be designated. Returning teams are (in priority order): 1) played in the league the previous season and finished the season in good standing, and have the same manager and at least five returning players from that team; 2) have the same sponsor and at least five returning players from that team; or 3) have at least five returning players from that team, (exception-softball league seven returning players.)
2. All business team members must physically work full-time/permanent for a company located in Evendale. To verify employment, a prospective players’ name(s) must be listed on a company’s letterhead, signed by the company president or Human Resource director, and submitted to the Recreation Department by a specific date before a season begins.
3. Players residing or working in Evendale at a company that does not have enough players to form a team, must register at the Recreation Department. If possible, these players will be assigned to a team or other individual players who register may be assigned to the company core list to form a team.
4. Unless stated in specific sport league rules, all players must be 18 years of age or older, and out of high school. Players may play on only one (1) team in the league.

### **Refund**

1. The team entry fee should be in by the deadline date.
2. If a refund is requested before the managers' meeting, an administrative fee will be withheld; if the refund is requested at or after the managers' meeting, and before schedules are printed, there will be a 75% refund; if the refund is requested after the schedules are printed and at least 10 days before the season begins, there will be a 50% refund of entry fee and; no refunds if requested 9 days or less before the first regular scheduled game/match, (see Appendix.)

### **Managers**

1. The Department will distribute a general handbook at all managers' meetings.
2. Each handbook will include specific sport program information, special rules, and league procedures.

### **Sign-Ups**

Every sports league program has registration deadlines, and the Department will mail information to team managers.

### **Current Limits (Adult)**

<b><u>Sport</u></b>	<b><u>Minimum Team Size</u></b>	<b><u>Maximum Team Size</u></b>
<b>Basketball</b>	5	12
<b>Indoor Volleyball</b>	4	12
<b>Sand Volleyball</b>	4	12
<b>Soccer</b>	7	14
<b>Softball</b>	10	18
<b>Kickball</b>	7	Unlimited

**Women's Traveling Tennis League** is for players with a 2.5 or above rating, and players must be willing to play matches on Friday mornings. The team will travel to different clubs for competition. Practices are held twice a week in the evening. A fee is required.

### **Evaluation**

1. A process and method of evaluation (see Appendix) will occur during or after each sports program. Staff will review the evaluations and make recommendations when necessary.

## 5. Inclement Weather Policy

### 5.1 Tornado Notification and In-Place Sheltering and Evacuation

The following are provided as standard emergency operating procedures. The objectives of these procedures are:

- To provide procedures to notify occupants of the Recreation Center, or adjacent area(s), of a tornado warning.
- To provide guidelines for in-place sheltering or evacuation.
- To provide designated areas of shelter for Recreation Center, or adjacent area(s), occupants.
- To provide notification to the Recreation Center of a fire or other emergency situation.

It is understood that every program may have its own unique situation. Please use these procedures as guidelines and use common sense when dealing with severe weather/warnings.

### 5.2 Concept of Operations

1. When a tornado warning is issued for the Evendale area, notification to the occupants of the Recreation Center, or adjacent area(s), is required.
2. When it is determined that a tornado presents a hazard to the Recreation Center, or adjacent area(s), the Director of Recreation or designee shall determine the need for in-place sheltering.

### 5.3 Areas of Shelter

The Department has assigned areas to report to when in-place sheltering is ordered. The areas have a greater resistance to the effects of a tornado.

1. **Location drawings** of the shelter areas to be used shall be posted in the Recreation Center. To guide the Department in protecting its employees and citizens, certain areas have been designated as “safe areas.” When choosing an area of protection, the time factor of getting to the safe area should be considered.
2. **Interior hallways** will be used. Avoid windows, auditoriums, gymnasiums, or other structures with wide, free span overheads.

### 5.4 Weather Advisories

Below are weather advisories and an explanation of each. Follow procedures if one of the **WARNING** advisories is in effect.

**TORNADO WATCH:** Weather conditions are such that tornadoes and severe thunderstorms are possible.

**TORNADO WARNING:** A tornado has been detected in the immediate area. Take shelter immediately.

**SEVERE THUNDERSTORM WATCH:** Weather conditions are such that heavy rain, damaging wind and hail may develop.

**SEVERE THUNDERSTORM WARNING:** Heavy rain, damaging winds and hail are approaching or are occurring in the immediate area. Seek shelter.



### **The Hamilton County Tornado Warning Siren System**

1. As an Outdoor Warning System, a **five (5) minute** steady siren tone means a tornado warning is in effect; i.e. a tornado has been sighted in the area.

## **5.5 Department Responsibilities**

### **Monitoring Severe Weather**

1. The TV/Cable in the Adult Gathering Room, aka the Evendale Room, or main lobby area should be on during a severe weather alert. Monitor channel 12 for details. Monitor the weather alert box, location inner-office, all year long.

### **General Public Protection**

1. The public should be asked if they want to take advantage of in-place sheltering within the Recreation Center, or adjacent area(s), when ordered by the Director or designee.
2. Although the public cannot be forced to take shelter, it is this Department's obligation to advise them of the emergency situation.
3. When a person with a disability is at the Recreation Center or adjacent area(s), it shall be the responsibility of the Director or designee to see that the disabled person be helped to a safe area if so needed.
4. All persons outside the building will be warned to proceed indoors. When a person of the general public declines shelter that person should be told that the Recreation Center is closing.

### **Vital Records Protection**

1. The Department will develop procedures to be followed to protect vital records. Never should protection of these records supersede the safety of personnel.
2. The Program/Operations Supervisor or designee shall be in charge to protect vital records. (Vital records in inner-office safe.)

### **Evacuation**

1. Some types of emergencies may require the evacuation of the Recreation Center. When this type of emergency arises an announcement will be made over the center's intercom system. A meeting area, **the administration building**, should be chosen for personnel to report, so a count can be made.

## **5.6 Outdoor Emergency Procedures**

1. In the unlikely event there is only one employee on site, he/she must notify patrons of impending weather conditions as quickly and rapidly as possible without causing undue harm to him/herself.
2. In the event of a tornado warning or lightning, all sponsored Recreation Department activities will be suspended immediately. Seek shelter in a sturdy building; or (during tornado) move to a ditch or depression, lie flat and, if at all possible, hold onto something anchored to the ground. Program supervisor or site supervisor will determine if and when conditions warrant play or activity to resume.
3. While it is important to inform patrons of weather, employees cannot force them against their will to take cover. Documentation of notification must be recorded on the Incident report (see Appendix.)

# **PROGRAM CANCELLATIONS/INCLEMENT WEATHER**

## **GENERAL POLICY**

### **CANCELLATIONS/CHANGES IN PROGRAMS**

If, for any reason, a program is cancelled and/or the date, time, location is changed, the Administrative Secretary needs to be informed because, in turn, the secretary can inform the clerk(s) of any cancellations and/or changes. The clerk(s) and secretary receive the phone calls from the public, and need to be aware of the status of all programs.

### **5.7 CANCELLATIONS BECAUSE OF BAD WEATHER**

#### **LEVEL 3**

This level is issued when all roadways are closed to non-emergency personnel. Those traveling on the roadways may subject themselves to prosecution. Princeton Schools are closed.

##### **1. Program Plan**

All facilities are closed, **immediately**, which include the Recreation Center, and Shelter House. Classes and drop-in programs cancelled all day. Re-evaluate for next day service after 4:30 pm.

##### **2. Personnel Plan**

Regular full-time (will use vacation, personal or casual time) and part-time employees are paid for their regular hours that day.

##### **3. Media Plan**

Local television stations will be contacted concerning closures:

**WCPO, Channel 9 – Call 651-9595. When prompted, enter the ID#, which is 19013, followed by the # key, and the password is 3124 followed by the # key. See the attached closing status sheet, and follow the closing status codes according to weather conditions or a directive.**

**WCRC, Channel 12 – Call 721-SNOW (7669.) The ID # is 1719, followed by the # key, and at this time the password is 8061, followed by the # key. Enter the status from the ID Code list.**

**Radio stations get this type of information from the television stations.** The inclement weather hotline number, 956-2667 (see “How to Update Recreation Information Line” procedure sheets), will be updated. Administration staff will be responsible for making these media contacts and updating the hotline number.

## LEVEL 2

This level is issued when roadways are hazardous with blowing and drifting snow. Only those who think the necessity to drive should be out on the roadways. **Princeton Schools are closed.**

### 1. Program Plan

**Children's program classes are cancelled all day.**

- Independent provider programs, fitness provider programs, special facility use, and the childcare program are still on as scheduled, unless provider or the Department cancels the program.

**Facilities will remain open for drop-in activities and rentals.**

### 2. Personnel Plan

All scheduled staff required to report to work. Staff whose activities are still open will also report to work on their regular schedule.

If applicable, those staff choosing not to report to work will be allowed to use vacation or personal days.

### 3. Media Plan

Cancellations are reported to local television stations, and the inclement weather hotline number will be updated.

Senior Supervisor on duty at the Recreation Center will be responsible for making the media contacts and updating the hotline number.

## WEEKENDS

A decision to conduct weekend classes and programs will be made by 7:45 am on Saturday and 10:45 am on Sunday.

The decision to conduct any afternoon/evening classes or programs will be made by 4:30 pm. Facilities will remain open, if at all possible, for drop-in activities and facility rentals.

Cancellations are reported to local television stations, and the inclement weather hotline number, 956-2667 (**see "How to Update Recreation Information Line" procedure sheets**), will be updated. The Building and Grounds Supervisor on duty at the Recreation Center will be responsible for making the media contacts and updating the hotline number.

## GENERAL INFORMATION

The decision to cancel classes or programs should be consistent as possible throughout the department and must be approved by the appropriate supervisor.

A request to close a facility, **i.e., when a Level 2 alert is issued**, must go through your immediate supervisor or the Director if your immediate supervisor is not available. If your immediate supervisor and the Director are not available, then Mayor Apking (733-5480) can be called to get permission to close a facility.

## 6. Emergency Standard Operating Procedures

1. Staff involved must manage the scene.
  - survey the scene – do not leave the victim unless they can't be moved and you are alone
  - designate someone to call 911 immediately (if necessary)
  - crowd control
  - send someone to meet the ambulance
2. Staff must notify immediate supervisor at first opportunity without jeopardizing victim.
3. Supervisor will contact Director of Department if situation warrants.
4. The first responder will fill out the Accident report (see Appendix) as required and will provide written documentation as requested.
5. If necessary, only the Director of the Department or designee will speak to media.

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Weather Advisories	21-22
Youth Sports	16-19

# YEARLY MEMBERSHIP FEE STRUCTURE

## Resident Membership Fees

Full Facility. . \$100 Family; \$70 Individual; \$25 Individual Senior Adult (**55 years or older**)

Recreation Center...\$2/guest, up to 3 guests/day (no yearly limit).

Pool. . \$50 Family; \$30 Individual; \$10 Individual Senior Adult

Pool. . \$2/guest, up to 6 guests/day

Pool. . \$30 Babysitter Pass

Pool. . \$10/House Guest Pass/week **or** \$40/season (**out of town** family & friends) **and** w/ Full Facility or Pool membership

Pool. . Non-member, \$2/day, must have ID card (can bring one guest/day/includes house guest)

Pool. . Non-member 55+, \$1/day, must have ID card (can bring one guest/day/includes house guest)

Fitness. . \$40 Family; \$30 Individual; \$10 Individual Senior Adult

Fitness...\$2/guest, up to 3 guests/day, 10 guests/year w/ Full Facility or Fitness membership

Racquetball. . \$40 Family; \$30 Individual; \$10 Individual Senior Adult

Tennis. . \$10, 1 entry card/household

ID Card. . \$5/card

## Business Membership Fees

**All** business members **must** have photo ID card. Cost of ID card, \$5.00.

Full Facility. . \$400 Family; \$250 Individual > (limit 90)

Fitness...\$200 Family; \$125 Individual

Fitness...\$2/guest, up to 3 guests/day, 10 guests/year w/ Full Facility or Fitness membership

Basketball...\$15 (limit 45.) Photo ID card may not be required

Racquetball. . \$50 (limit 90)

Tennis. . \$50 (limit 45)

One entry card/household

No tennis team privileges – -can register for tennis lessons **after** resident early bird registration date

Pool. . \$200 Family; \$125 Individual (limit 50)

Pool. . \$2/guest, 6 guests/day

Pool. . \$30 Babysitter Pass, **15 visits/year**

Can register for swim lessons **after** resident early bird registration date

Current Membership Fees						
	<u>Full Facility</u>	<u>Pool</u>	<u>Fitness</u>	<u>Tennis</u>	<u>Racquetball</u>	<u>Open Basketball</u>
<b>Resident Family</b>	\$100	\$50	\$40	\$10	\$40	<b>X</b>
<b>Senior</b>	\$25	\$10	\$10	\$10	\$10	<b>X</b>
<b>Resident Individual</b>	\$70	\$30	\$30	\$10	\$30	<b>X</b>
<b>Business Family</b>	\$400	\$200	\$200	\$50	<b>X</b>	<b>X</b>
<b>Business Individual</b>	\$250	\$125	\$125	\$50	\$50	\$15

## OTHER Resident and Business Fees

### Resident

Pool. . \$2/guest, 6 guests/day

Pool. . \$30 Babysitter Pass

Pool. . \$10 House Guest Pass/week **or** \$40/season (**out of town** family & friends) **and** w/ Full Facility or Pool membership

Pool. . Non-member, \$2/day, must have ID card – allowed one guest/day (includes house guest) at \$2

Pool. . Non-member 55+, \$1/day, must have ID card – allowed one guest/day (includes house guest) at \$2

Fitness...\$2/guest, up to 3 guests/day, 10 guests/year w/ Full Facility or Fitness membership

Child Care. . \$1.50/child/hour – (Resident & non-resident) - \$1/hour for each additional child in the same family

ID Card. . \$5/card

One tennis entry card/household.

### Business

**All business members must have a photo ID card. Cost of ID card, \$5.00.**

Basketball..\$15 Photo ID card may not be required

No tennis team privileges – can register for tennis lessons **after** resident early bird registration date

One tennis entry card/household

Pool. . \$2/guest, 6 guests/day

Fitness...\$2/guest, up to 3 guests/day, 10 guests/year w/ Full Facility or Fitness membership